

CONFIDENTIAL

RECORDS SERVICES DIVISION

Plans, develops, and directs an Agency-wide Records Management Program encompassing the creation of records, their maintenance, organization, and use in the conduct of current business, and the transfer, preservation, destruction, or other disposition of those records not currently required or seldom used.

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FORMS MANAGEMENT BRANCH

Develops, installs, coordinates and has technical cognizance over Forms Management Programs throughout the Agency.

Establishes form design, typography, printing and packaging standards and specifications.

Outlines Agency requirements for form initiation, approval, classification, production, quantity, distribution, and supply.

Develops, prepares, and disseminates directives, instructional, and training media and provides instructions and facilities for guidance, indoctrination and technical training of program participants in the techniques of programming, functional analysis, design, special project research, administrative procedures, etc.

Standardizes specialized forms equipment and supplies for domestic and overseas field activities.

Determines essentiality and finally approves or disapproves requests for new or revised forms, eliminating, consolidating, standardizing, and simplifying where feasible. Approves or disapproves reprint requests. Reviews and coordinates on all regulatory and administrative instances prescribing or recommending forms, effecting complete correlation between forms, procedures, and language. Assigns numbers, prepares preliminary and final copy, develops production specifications and requirements for initial distribution, storage, and resupply.

Determines applicability of forms of other government agencies to the Agency.

Publishes material, alphabetical, and functional indexes and provides reference and technical consultation services.

Inspects, advises, and consults with field and headquarters officials on planning, operation, and technical phases of the program.

Studies functional groups of forms to eliminate, consolidate, standardize, simplify, and improve existing forms and procedures.

Conducts special studies and research projects on forms systems and procedural implementation to improve management and control of forms.

Provides Agency officials and to meet other governmental and congressional requirements.

Maintains governmental-wide liaison, particularly with respect to Bureau of the Budget, Office of the Comptroller General, and the Department of Defense.

Represents the Agency on inter-governmental boards and committees to obtain and exchange technical information and to effect wider standardization of forms and procedures.

Maintains liaison with civilian industry relative to the design, production, and utilization of forms in conjunction with business machines and systems equipment to keep abreast of recent technical developments and to avoid establishment of restrictive specifications.

REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Formulates the general policies, procedures and standards for decentralized Reports and Correspondence Management Programs throughout the Agency.

Develops and assists in installing programs for the various components.

Develops written guides and two-way publicity for the continuing operation of area programs.

Provides training material designed to supplement written guides.

Furnishes continuing technical assistance to Area Records Officers and other operating personnel.

Evaluates program reports progress to higher authority.

Provides inter and intra Agency liaison on Reports and Correspondence Management matters.

Develops and administers a continuing Reports Management Program designed to eliminate and prevent unnecessary reports and to improve reporting systems and the content of essential reports.

Conducts analyses of reports and reporting systems of Agency-wide scope or coordinates such studies involving two or more offices.

Develops, coordinates or assists in the development of directives which institute reporting requirements of Agency-wide significance.

Develops and directs a continuing Correspondence Management Program designed to streamline the preparation and handling of correspondence and improving the quality of correspondence and adequacy of documentation.

Formulates procedure and style standards for the preparation and handling of Agency correspondence and develops written guides for their Agency-wide use.

Develops form and pattern letters, pattern paragraphs, correspondences and other labor saving correspondence techniques and provides written guides for their use.

RECORDS SYSTEMS BRANCH

Develops, coordinates, and has technical cognizance over mail and file practices, record systems, and techniques to insure their records provide adequate documentation of the organization, functions, policies, decisions, procedures, and substantial transactions of Agency activities.

Formulates Agency guides for use in developing office manuals covering a uniform system for classifying and filing records, and procedures for recording, recording and routing incoming and outgoing communications.

Conducts surveys to analyze records, record systems and procedures and recommend improved record systems to insure efficiency; develops necessary manuals and assists in the installation of approved record systems.

Develops, for course instruction by the Office of Training, a training syllabus on mail and file practices.

Provides technical advice and assistance to the Agency on matters pertaining to mail and files, and records systems and practices.

Maintains liaison with Area Records Officers.

Develops procedures and coordinates a program for the orderly deposit in a Repository of all vital materials, pertinent to the activities of the Agency.

Develops Agency standards and assists in the effective application of filing equipment and supplies.

Coordinates Agency-wide application of the standards and, with the Records Disposition Branch, develops procedures for files equipment control through the use of records control schedules. Maintains liaison with the GSA regarding purchase approvals of such equipment.

Develops, installs, and coordinates an effective equipment program to assist Agency personnel in determining the need for and the selection of office machines and equipment. Prepares and issues guides for use in the scheduling of such equipment and establishing utilization, replacement and disposal criteria.

Reviews and approves all proposed microfilming projects.

Provides requests for microfilm equipment, supplies, and film supplies; provides technical assistance for planning proposed projects and technical supervision where needed for the execution of projects; develops operating techniques and standards of quality for film and equipment and maintains a current inventory of all microfilming equipment to insure its full utilization.

RECORDS DISPOSITION BRANCH

Establishes standards for the development of an Agency records scheduling program, including: inventory and appraisal, records control schedules, records disposal schedules, and obtaining Congressional authorizations.

Trains Area Records Officers in the techniques of records scheduling.

Assists Area Records Officers in developing and implementing their scheduling programs.

Establishes and implements the records scheduling program in those offices that do not have full-time records officers.

Conducts surveys to determine the effectiveness of scheduling programs in the elimination or renewal of records.

Maintains liaison with the General Services Administration on all matters pertaining to the destruction, preservation, loan and transfer of records.

Develops, in coordination with the Records Center Branch, procedures for the transfer and servicing of semi-active and inactive records.

Develops, in coordination with the Records Systems Branch, procedures for files equipment control through the use of records control schedules.

RECORDS CENTER BRANCH

Plans, develops, and directs Records Center operations to meet the needs of operating offices and the Agency Records Management Program.

Provides for the transfer of Agency records from operating offices to the Center.

Stores and protects the Agency's permanent records and provides reference service thereon.

Physically disposes of those records in custody of the Center authorized for destruction.

Preserves records worthy of permanent or long-term retention.

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